



DIVISION OF PUBLIC HEALTH

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DATE: March 31, 2017
TO: Wisconsin Ambulance Service Providers
FROM: Paul Wittkamp, FAP Coordinator
RE: SFY2018 Emergency Medical Services (EMS) Funding Assistance Program to open for applications April 1, 2017

We are pleased to announce the EMS Funding Assistance Program (FAP) application time period for state fiscal year (SFY) 2018 will open April 1, 2017. As in other programs, changes have been made to the SFY2018 EMS Funding Assistance Program to fully align with [Wis. Stat. ch. 256](#); **please read through this entire memo that outlines program changes.**

Additional Forms

The [IRS W-9](#) and State of Wisconsin [DOA-6457 STAR Vendor Information](#) forms **MUST BE COMPLETED AND RETURNED** in order to receive payment for the SFY2018 EMS Funding Assistance Program.

These two forms must be completed and returned by one of the following methods:

E mail: DHSDLDESBFSVendorVAL@dhs.wisconsin.gov

Fax: 608 266 0066 attention: Char

Mail: State of Wisconsin
Department of Health Services
Division of Enterprise Services
Bureau of Fiscal Services – Room 756
1 W. Wilson Street
Madison, WI 53707-7850

Disbursement

- If your service is **municipal-owned**, or you are a **contracted private for-profit service**, the REMIT TO section is filled out indicating your municipality.
- If you are a **nonprofit service**, the REMIT TO section is filled out indicating your service.

The core formula remains intact so that each service that applies will receive \$3,588, plus 3 cents (\$.03) per capita. The remaining funds are identified in Wis. Stat. § 256.12(5) as being applicable only to EMT-Basic training and examination costs. Because of this, half of the EMT-Basic portion will be equally divided among those services that have at least one EMT-Basic on the service roster. The second half of the remaining funds will be divided among all services that apply, based on call volume as validated in the Wisconsin Ambulance Run Data System (WARDS).

Use of Funds

The EMT-Basic training funds are to be used **ONLY** for EMT-Basic training and examination costs. You will have the ability on the SFY2018 application to “opt out” of receiving any EMT-Basic training funds if you believe that you will not be able to use these funds exclusively for EMT-Basic training. In addition, **these EMT-Basic training funds do not need to be returned if unused**, and can be escrowed.

Application Process

The SFY2018 application process will be conducted through the Wisconsin E-Licensing system. The application and expenditure report will no longer be available for download. Also, **manual population verification** by the municipal clerks **will no longer be required** as an attachment to the FAP application. These populations will be entered into the application by the service director for the municipalities covered by the EMS service. The DOA 2016 Municipality Population Estimate is provided as the source to determine municipal populations. The 2016 Municipality Population Estimate page is located on the [2016 MUNICIPALITY POPULATION ESTIMATE PAGE](#).

Reminders

1. Applications are due by 5:00 p.m. CST on May 31, 2017. **Any application submitted after May 31 will be denied.** Services will **NOT** receive funds if the completed application is not received via E-Licensing by this date. No exceptions will be granted.
2. The FAP application is only visible to those with Service Director or Financial Staff designation in E-Licensing.
3. Disbursement will be made to the services no later than August 31.
4. The application asks for the number of EMT-Basics on the roster, and the number of ambulance runs that the service completed for the previous SFY. This year, a report will be run from E-Licensing and WARDS on March 15, 2017, to verify this information. If there is a significant difference between the numbers in the report and those on the application, the numbers in the WARDS report will be used to calculate the disbursement for your service. We encourage you to check your application against your data in WARDS to be sure that the numbers align.
5. Expenditure reports for the previously completed state fiscal year should be submitted to our office with the SFY2018 FAP application. This means that **the expense report should be for SFY2016, which ran from July 1, 2015, to June 30, 2016.** The expenditure report is required in order to renew the service license per [Wis. Stat. § 256.12\(4\)\(c\)](#) that states “the department shall require, as a condition of relicensure, a financial report of expenditures under this subsection...” We realize that this does not coincide with many services’ fiscal years, but this is the reporting period that we are required to keep on file. **For SFY2018, the expense report should be for SFY2016, which ran from July 1, 2015, to June 30, 2016.**

As part of our statutory and fiscal responsibility, we are required to review and approve expenses. Per state statute, we will be monitoring that purchases are appropriate. Please review the updated expense form for clarification of allowable expenses. If you have any questions, please refer to the Wisconsin EMS website at: <http://dhs.wisconsin.gov/ems/> or contact Paul Wittkamp at paul.wittkamp@wisconsin.gov at 608-261-9306. **Again, failure to complete the W-9 and DOA-6457 forms and apply by the deadline (May 31, 2017) may result in delay or denial of EMS-FAP funding for State Fiscal Year 2018.**